

This office is in need of Cameras and accessories as per annexure-I .You are requested to quote your lowest rate and send technical and Commercial/Price bid in separate envelope and both should be put up in a another larger sealed envelope and clearly marked on the cover of envelope Technical bid/ commercial/Price bid , enquiry No. , date of opening. Sealed envelope should reach to Vigyan Prasar latest by dated 30th Nov 2016 up to 11:00 A.M. Both Technical and Price bid of qualified bidders will be opened on same day at 11:30 A.M. If technical and commercial bid not submitted separately, the same (Bid) will not be considered.

Other terms and conditions of the tender:

1. Specifications and make/Model for each item should necessarily be mentioned as per specification.
2. Place of Delivery : FOR: Vigyan Prasar, C-24, Qutub Institutional Area, Delhi-16
3. Delivery Period : 15 Days from the date of PO
4. Validity period : 45 days from the date of opening of bid.
5. The Technical bid should be accompanied with an EMD of Rs: 15,000.00 and Non-refundable tender fee of Rs: 1000.00 in the form of DD, drawn in favor of "**Vigyan Prasar**", payable at New Delhi. Make, Model, Specification, Technical brochure of item to be supplied, must be along with the technical bid.
6. The EMD of selected bidder(s) will be kept as security deposit till supply of the items. If the supplier does not deliver the item within given stipulated time or not accepting the Purchase Order, the EMD will be forfeited. EMD of rest all the bidders will be released within 15 days from the date of opening of the bids.
7. All bidders can be present at the time of opening the tender. No. separate intimation shall be given in this regard.
8. The opening of the tenders shall only be attended by an authorized representative of the firm whose name, designation and address should be indicated in the offer of the firm. Tendering firm shall issue a letter of authority to such representative indicating the tender no. date due on for the item. In no case un-authorized person shall be allowed to enter tender opening room.
9. **Payment** : 100% payment will be released after inspection and acceptance and satisfactory installation of item and submission of Performance Bank Guarantee of 10% of the total amount (including taxes) valid for two months beyond warranty period or else 10% of the amount will be released after two months beyond warranty period.
10. **Warranty period** : Warranty as per OEM to be provided.

11. **Insurance** : Transit insurance covering all risk for all the items is to be arranged by the renderer/supplier.
12. **Special Cause** : Quantity mentioned is tentative and may increase or decrease. Any tender can be rejected by the order of the Director, Vigyan Prasar, Noida without assigning any reason whatsoever.
13. Prices should be quoted on F.O.R. VP, C-24, Qutub Institutional Area, Delhi-16, basis only.
14. Packing & Forwarding charges, Bank Charges, Insurance and Freight Charges should be mentioned clearly and separately in the quoted price. Terms like "At actual" "at the time of delivery" will not be accepted and tender will be summarily rejected.
15. Sealed tender should reach "Director, Vigyan Prasar, A-50, Sector -62, Noida-201309" by stipulated date. Tender received late due to whatsoever reason will not be accepted at all.
16. If the supplier does not deliver the item within 15 days from the date of PO, the Institute reserves the right to extend the delivery period on suppliers' request or cancel the order without any notice to the supplier and forfeit the EMD.
18. The Institute can change the number of items/quantity being procured at the time of issue of PO.

Note: Please quote the tender no. and opening date on the top of the cover containing tenders.

Yours sincerely,

(Rajender Kumar)
Administrative Officer

Annexure-I

SI No	Description	Quantity	Specification
01	Camera with Bag	02	Sony Model PXW X200
02	Memory card 128 GB	04	Compatible to camera
03	Rechargeable battery	02	
04	Head Phones	02	
05	Tripod	02	
06	Lapel Mic	02	